

Basic Steps For Handling An Employee's Serious Injury or Death


Steps to Take in Case of an Employee's **Serious Injury**

Immediately - 

- Call 911 to notify emergency responders
- Contact GM/CEO, direct supervisor and Human Resources
- In person, notify employee's spouse or emergency contact
- Have as much factual information (location/phone numbers) available as possible
- Provide transportation for family member(s) to hospital. Have a cell phone available for use during the trip. Have hospital phone number available
- Request a thorough accident investigation be conducted
- Report injury to appropriate representative of workers' compensation carrier
- Request drug/alcohol testing of injured employee (if the driver)
- Appoint spokesperson to handle all inquiries regarding employee's injury

As Soon as Possible - 

- Notify employees, board members, attorney, union representative and statewide organization
- Contact EAP provider
- Contact DOT if required (vehicle accident)
- Fax First Report of Injury to workers' compensation insurance carrier
- Begin monitoring employees for signs of delayed trauma or blame and provide any needed resources
- Provide family with needed assistance and support
- Preserve all applicable records and physical evidence from accident scene
- Get injured employee back to work ASAP (implement modified work if available)

Additional Steps to Consider - 

- Appoint a spokesperson (GM/CEO or attorney)
- Issue press release (reviewed by attorney, GM, HR and safety personnel)
- Make post-trauma counseling available to employees the day after the accident
- Determine who from the cooperative should officially visit the injured employee and if the cooperative's attorney should be present
- File for disability insurance



Steps to Prepare

- ✓ Annually inspect accident investigation kit
- ✓ Annually update each employee's emergency contact information
- ✓ Annually review the procedures for handling the serious injury or death of an employee with all individuals likely to be involved, including assignment of spokesperson
- ✓ Discuss with local emergency responders who at the cooperative should be notified and how

Steps to Take in Case of an Employee's Death

Steps to Prepare

- ✓ Annually inspect accident investigation kit
- ✓ Annually update each employee's emergency contact information
- ✓ Annually review the procedures for handling the serious injury or death of an employee with all individuals likely to be involved, including assignment of spokesperson
- ✓ Discuss with local emergency responders who at the cooperative should be notified and how

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Immediately -



- Call 911 to notify emergency responders
- Contact GM/CEO, direct supervisor, and Human Resources
- In person, notify employee's spouse or emergency contact
- Have as much factual information (location/phone numbers) available as possible
- Provide transportation for family member(s) to hospital or other location. Have a cell phone available
- Request a thorough accident investigation be conducted
- Notify appropriate insurance carriers (workers' compensation, property and casualty, life, etc.)
- Request drug/alcohol testing of the deceased employee
- Appoint spokesperson to handle all inquiries regarding employee's death

As Soon as Possible -



- Notify employees, board members, attorney, union representative and statewide organization
- Notify OSHA within 8 hours
- Contact DOT if necessary
- Determine how to conduct business during funeral and who from cooperative will attend (Review funeral leave policy)
- Notify EAP provider
- Begin monitoring employees for signs of delayed trauma or blame and provide any resources as needed
- Provide family with needed assistance and support
- Send flowers for funeral or memorial - per family's wishes
- Mail letter of condolence to family
- Request employee's final pay check and final expense check
- Send COBRA notification
- Assist family in getting all entitled benefits
- Preserve all applicable records and physical evidence from accident scene
- Reroute phone calls, change voicemail message, update computer and security codes, collect office keys
- When appropriate, assist family in cleaning out employee's desk, locker, company vehicle, etc.

Additional Steps to Consider -



- Appoint a spokesperson (GM/CEO or attorney)
- Issue press release (reviewed by attorney, GM, HR and safety personnel)
- Make grief counseling available to employees the day after the accident and following the funeral
- Schedule a remembrance during the next annual meeting

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